
HRMS Implementation Project

HRMS Centralized Role Definition Handbook

Effective Date: January 25, 2006

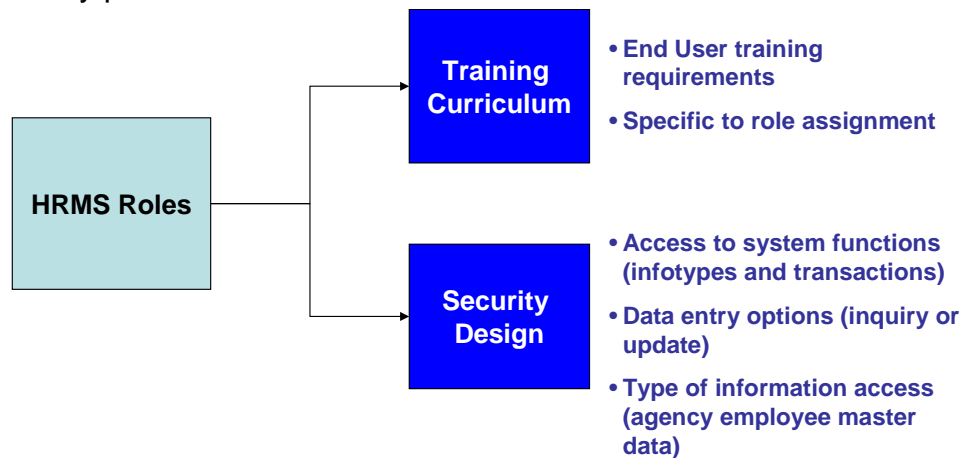
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SECTION 1: INTRODUCTION

Background

The process of aligning State of Washington end users to their new roles in the HRMS system is a critical activity. HRMS roles determine what activities an end user performs when using the system, which sections of the system an end user will need access to, and what training an end user will need to perform their new roles successfully. In addition, HRMS roles are used by the HRMS Training Team to create required training courses and by the HRMS Technical Team to create security profiles.



HRMS end user roles were initially defined during the Conference Room Pilot sessions. Tasks needed to support the new business processes were grouped into activities, and the activities were grouped into HRMS end user roles. These initially defined roles were then reviewed during Role Definition Workshops in order to clarify, refine and confirm the defined HRMS end user roles.

The HRMS Change Management Team conducted four Role Definition Workshops which included representatives from the following:

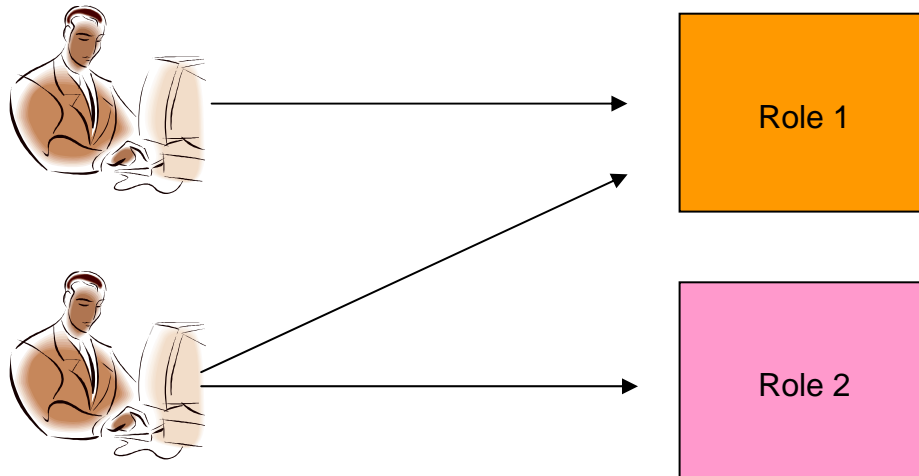
- Office of Financial Management
- Gambling Commission
- Department of Transportation
- Washington State Ferries
- Department of Natural Resources
- Washington State Lottery
- Department of Social and Health Services
- Department of Personnel
- Department of Revenue
- Office of Secretary of State
- Department of Corrections
- HRMS Functional Team

The purpose of the Role Definition Workshops was to gather information about current job duties performed in the PAY1 system and relate that information to future duties in the new HRMS system. Information gathered from the workshops was used to create the HRMS Role Definition Handbook.

The HRMS Centralized Role Definition Handbook is the first in a series of tools that will enable Change Agents to align State of Washington end users to their new roles. The handbook provides a list of the new HRMS end user roles and a description of each. Change Agents will receive additional tools, templates and assistance to “map” employees to the new roles, as well as communicate role changes to end users.

Introduction to State of Washington HRMS Roles

During the HRMS Role Definition Workshops, a “role” was defined as a major grouping of activities that reflect a specific aspect of a person’s job. While a role may have several activities aligned to it, an activity can only be aligned with one role. A person may be assigned one or more roles, and roles can be assigned to one or more persons.



Other role definition considerations included:

- Scope and complexity of roles may vary based on the business process
- Fewer roles means fewer handoffs/approvals
- Fewer roles means faster end-to-end processing
- Fewer roles means end-to-end process ownership and accountability
- Fewer roles means additional or different checks and balances

Defining roles is an ongoing process. As the HRMS implementation project continues through design and development, business processes and activities may change and result in the addition, deletion or modification of some end user roles. In this event, the HRMS Change Management Team will notify Change Agents as soon as possible.

HRMS Role Definition Components

The HRMS Centralized Role Definition Handbook includes centralized HRMS roles. A centralized role is defined as a role performed by an individual agency. There are several components that describe each of the HRMS roles. These components include the following:

Role Name – Name created based on the activity (or activities) to which the role is linked.

Description – Key responsibilities associated with the role.

Activities – Key activities associated with the role.

Skills – The skills, knowledge and attributes that is required for an individual to perform successfully in this role.

Criticality (High, Medium or Low) – How critical the role is to HRMS system operations.

- High – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time.
- Medium – Role is responsible for processes/tasks that are vital to correct and appropriate system management, but not critical.
- Low – Role may use the HRMS system for information access only.

Magnitude of Change (High, Medium or Low) – The extent to which the role is different from what is done today.

- High – Role does not exist today.
- Medium – Role exists today but will be different in the HRMS system.
- Low – Role exists today and will be very similar in the HRMS system.

Map to Existing Job Title(s) – References to typical State of Washington job titles that currently perform the role.

Infotype Access – The Infotypes (screens) each role will have access to in HRMS, along with the **Read** (view), **Match Code** (read with help) and/or **Write** (update or change) capabilities for each Infotype.

Transaction Code Access – The Transaction Codes each role will have access to in HRMS.

Reports Access – The Reports each role will have access to in HRMS.

SECTION 2: CENTRAL FUNCTIONAL ROLES

Central Benefits Inquirer

Description: The ***Central Benefits Inquirer*** role allows the Department of Retirement Systems (DRS) and the Health Care Authority (HCA) to perform their authorized HRMS benefits oversight roles in service to Washington State Government employees. This role is assigned only to appropriate DRS and HCA staff involved in statewide oversight.

The technical name for this role in HRMS is SR3P_CE_BENEFITS_INQ.

Activities: The ***Central Benefits Inquirer*** will perform the following key activities in HRMS:

- Review benefit plans and reports to fulfill their assigned oversight responsibilities
- Assist state employees and agency Human Resources staff to evaluate and choose employee benefit options
- Provide advice and assistance to Department of Personnel (DOP) in the areas of benefits management for which these agencies are responsible

Skills: It is expected that individuals assigned to the ***Central Benefits Inquirer*** role will have an understanding of the HRMS system operations.

Criticality: Medium – Role is responsible for processes/tasks that are vital to correct and appropriate system management, but not critical.

Magnitude of Change: Low - Role exists today and will be similar in HRMS.

Maps to Existing Job(s): The ***Central Benefits Inquirer*** role is typically performed by the following State of Washington job titles:

- Information Technology Specialist 1, 2, 3, 4, 5
- Information Technology Systems/Applications Specialist 6
- Washington Management Service Band 1, 2, 3

Central Garnishments Inquirer

Description: The ***Central Garnishments Inquirer*** role allows the Attorney General's Office (AGO) to exercise their required oversight role in event of a pay garnishment action.

The technical name for this role in HRMS is SR3P_CE_GARN_INQ.

Activities: The ***Central Garnishments Inquirer*** will perform the following key activities in HRMS:

- Review proposed garnishment orders to assure correct assignment against State employees

Skills: It is expected that individuals assigned to the ***Central Garnishments Inquirer*** role have a basic understanding of the HRMS system operations.

Criticality: Medium – Role is responsible for processes/tasks that are vital to correct and appropriate system management, but not critical.

Magnitude of Change: High - Role does not exist today.

Maps to Existing Job(s): The ***Central Garnishments Inquirer*** role is typically performed by the following State of Washington job titles:

- Attorneys General

Central Payroll Analyst - Production

Description: The **Central Payroll Analyst - Production** role is responsible to provide central support to agency (decentralized) payroll analysts, and in case of emergency, perform payroll actions on behalf of agency analysts in order to assure successful payroll operations. This role will be assigned to analysts with significant HRMS system payroll knowledge.

The technical name for this role in HRMS is SR3P_CE_PAY_ANL_PROD.

Activities: The **Central Payroll Analyst - Production** will perform the following key activities in HRMS:

- Assist agency (decentralized) payroll analysts and supervisors in resolving payroll related issues within the HRMS system
- Assist the Payroll Release Administrator in resolving time critical payroll operations issues during payroll production operations
- Ensure the continuous and correct production of payroll processes and products
- Act as liaison between agency (decentralized) Payroll Analysts and DOP in matters of payroll operations

Skills: It is expected that individuals assigned to the **Central Payroll Analyst - Production** role will have an exception understanding of the HRMS system processes and operations.

Criticality: High – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time.

Magnitude of Change: Low - Role exists today and will be very similar in HRMS.

Maps to Existing Job(s): The **Central Payroll Analyst - Production** role is typically performed by the following State of Washington job titles:

- Information Technology Specialist 3, 4, 5
- Information Technology Systems/Applications Specialist 6
- Washington Management Service Band 1,2, 3

Compensation Analyst

Description: The **Compensation Analyst** role is required to oversee and modify compensation tables in the HRMS system in the Development environment.

The technical name for this role in HRMS is SR3P_CE_COMP_ANL.

Activities: The **Compensation Analyst** will perform the following key activities in HRMS:

- Maintain the correct compensation tables in the HRMS system, correcting as necessary to support appropriate legislation

Skills: It is expected that individuals assigned to the **Compensation Analyst** role will have a good understanding of the HRMS compensation tables and their importance to the HRMS system.

Criticality: Medium - Role is responsible for processes/tasks that are vital to correct and appropriate system management, but not critical.

Magnitude of Change: Low - Role exists today and will be very similar in HRMS.

Maps to Existing Job(s): The **Compensation Analyst** role is typically performed by the following State of Washington job titles:

- Information Technology Systems/Applications Specialist 6
- Washington Management Service Band 1, 2, 3

Infotype Access for Central Functional Roles

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst- Production	Compensation Analyst
0000-Actions	RM	----	RMW	----
0001-Org. Assignment	RM	RM	RMW	RM
0002-Personal Data	RM	RM	RMW	----
0003-Payroll Status	----	----	RM	----
0006-Address	RM	----	RMW	----
0007-Planned Working Time	RM	----	RMW	----
0008-Basic Pay	RM	----	RMW	RM
0009-Bank Details	----	----	RMW	----
0014-Recurring Payments/Deductions	RM	----	RMW	----
0015-Additional Payments	----	----	RMW	----
0016-Contract Elements	RM	----	RMW	----
0019-Monitoring of Task	----	----	RMW	----
0021- Emergency Contact	----	----	RMW	----
0022-Education	----	----	RMW	----
0023-Previous/Other Employers	----	----	RMW	----
0027-Cost Distribution	----	----	RMW	----
0031-Reference Personnel Number	RM	----	RMW	----
0040-Objects on Loan	----	----	RMW	----
0041-Date Specifications	RM	----	RMW	----
0077-Additional Personal Data	----	----	RMW	----
0081-Military Status	----	----	RMW	----
0094-Residence Status	----	----	RMW	----
0103-Bond Purchases	----	----	RMW	----
0104-Bond Denominations	----	----	RMW	----
0105-Communication	----	----	RMW	----
0106-Related persons	----	----	R	----
0121-RefPerNo Priority	RM	----	RMW	----

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst- Production	Compensation Analyst
0128-Notifications	----	----	RMW	----
0167-Health Plans	RM	----	RMW	----
0169-Savings Plan	RM	----	RMW	----
0170 - flexible spending accounts	R	----	R	----
0171-General Benefits Information	RM	----	RMW	----
0194-Garnishment Document	----	----	R	----
0195-Garnishment Order	----	----	----	----
0207-Residence Tax Area	----	----	RMW	----
0208-Work Tax Area	----	----	RMW	----
0209-Unemployment State	----	----	RMW	----
0210-Withholding Info W4	----	----	RMW	----
0216-Garnishment adjustments	----	----	----	----
0221-Payroll Results Adjustment	----	----	RMW	----
0234-Additional Withholding Info US	----	----	RMW	----
0235-Other US Taxes	----	----	RMW	----
0302-Additional Actions	----		RMW	----
0377-Miscellaneous Plans	RM		RMW	----
0416 – Time Quota Compensation (Buyout)	----		RMW	----
0552-Time Specifications/Employee Period	----	----	RMW	----
0554-Hourly Rate per Assignment	----	----	RMW	----
0613-Absence Donation/Withdraw (US)	----	----	RMW	----
0696-Absence Pools	----	----	RMW	----
1000-Objects	----	----	R	----
1001-Relationships	----	----	R	----
1002-Descriptions	----	----	R	----
1003 Dep / Staff	----	----	----	----
1005-Planned Compensation	----	----	R	RMW
1007-Vacancy	----	----	R	
1008-Account Assignment Features	----	----	R	

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst- Production	Compensation Analyst
1011-Work Schedule	----	----	R	
1013-Employee Group/Sub-Group	----	----	R	
1017-PD Profiles	----	----	----	
1018-Cost Distribution	----	----	R	
1028-Address	----	----	R	----
1610-U.S. Job Attributes	----	----	R	----
1660 - Position Attributes	----	----	----	----
2001-Absences	----	----	RMW	----
2003-WS Substitutions	----	----	RMW	----
2006-Absence Quotas	----	----	RMW	----
2010-EE Remuneration Info	----	----	RMW	----
2012-Time Transfer Specifications			----	----
2013-Quota Corrections	----	----	RMW	----
9410 - Marine accumulation of hours	----	----	RMW	----

Transaction Code Access for Central Functional Roles

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
AL08 View all users	----	----	----	----
CAT2 Record Working Time	----	----	X	----
CAT3 Display Working Time	----	----	X	----
CAT8 CATS: Object-Related Approval	----	----	----	----
CATC-Time sheet/Time leveling	----	----	X	----
CATS_DA -	----	----	X	----
FDTA - DME management	----	----	----	----
FK01 - Create Vendor	----	----	----	----
FK02 - Change Vendor	----	----	----	----
FK03 - Display Vendor	----	----	----	----
FM_Function Process Functional Area	----	----	----	----
FM5i Create Fund	----	----	----	----
FM5S Display Fund	----	----	----	----
FM5U Change Fund	----	----	----	----
FMCIA Individual Processing	----	----	----	----
FMCIC Display	----	----	----	----
FMDRIVER Process Account Assignment Derivation	----	----	----	----
FMSA Create	----	----	----	----
FMSB Change	----	----	----	----
FMSC Display	----	----	----	----
FS00 Centrally	----	----	----	----
FS04 Centrally	----	----	----	----
FSP4 In Chart of Accounts	----	----	----	----
FSP0 In Chart of Accounts	----	----	----	----
FSS0 In Company Code	----	----	----	----
FSS3 In company code	----	----	----	----
HRBEN0001 - Enrollment	----	----	X	----
HRBEN0003 - Participation Monitor	X	----	X	----

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
HRBEN0006 - Participation Overview	X	----	X	----
HRBEN0014 - Termination	----	----	X	----
HRBEN0072	X	----	X	----
HRCMP0041 - Update IT 0008	----	----	----	----
HRCMP0042 - Pay Scale Reclassification	----	----	----	----
KA01 Create Primary	----	----	----	----
KA02 Change	----	----	----	----
KA03 Display	----	----	----	----
KA04 Delete	----	----	----	----
KA05 Display Chgs	----	----	----	----
KA22 Display	----	----	----	----
KA23 Cost Elements: Master Data Rpt	----	----	----	----
KA24 Delete	----	----	----	----
KKC1 Create	----	----	----	----
KKC2 Change	----	----	----	----
KKC3 Display	----	----	----	----
KS01 Create	----	----	----	----
KS02 Change	----	----	----	----
KS03 Display	----	----	----	----
KS04 Delete	----	----	----	----
KS05 Display	----	----	----	----
KS12 Change /Cost Ctr Rpt	----	----	----	----
KS13 Display	----	----	----	----
KS14 Delete	----	----	----	----
LFA1 - Translation Table	----	----	----	----
LSMW - Legacy System Migration Workbench	----	----	----	----
OB_GLACC11 Chart of Accounts Data	----	----	----	----
OB_GLACC12 Company code data	----	----	----	----
OB_GLACC13 Descriptions	----	----	----	----
OKB2 Make Default Settings	----	----	----	----
OKB3 Create Batch Input Session	----	----	----	----

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
OKW7 Directory	----	----	----	----
PA03 - Control Record	----	----	----	----
PA10 Personnel File	----	X	----	----
PA20 Display Master Data Actions	X	X	X	X
PA30 Maintain Actions	----	----	X	----
PA40 Personnel Actions	----	----	X	----
PA42 Fast Entry: Actions	----	----	----	----
PA51 Display Time Data	----	----	X	X
PA61 Maintain Time Data	----	----	----	----
PA70 Fast Entry	----	----	X	----
PA71 Fast Entry Time Data	----	----	----	----
PC_PAYRESULT - Display Results	----	----	X	----
PC00_M10_CALC - Start payroll	----	----	----	----
PC00_M10_CALC_SIMU - Simulation	----	----	X	----
PC00_M10_CDTC - Pre-program DME	----	----	----	----
PC00_M10_CDTE - Test transfer	----	----	----	----
PC00_M10_CEDT - Remuneration statement	----	----	X	----
PC00_M10_FFOC - Print check	----	----	----	----
PC00_M10_FFOT - Create DME	----	----	----	----
PC00_M10_HRF - Remuneration Statement with HR forms.	----	----	----	----
PC00_M10_OTLJ - Payroll Journal	----	----	X	----
PC00_M10_REC - Payroll reconciliation report	----	----	----	----
PC00_M10_RFFOAVIS - Print zero net advices	----	----	----	----
PC00_M10_U500 - Evaluation run	----	----	----	----
PC00_M99_CIPC - Check completeness	----	----	----	----
PC00_M99_CLGA09 - Wage type statement	----	----	----	----
PC00_M99_CPRC - Payroll Calendar	----	----	X	----
PC00_M99_CWTR - Wage type reporter	----	----	X	----
PC00_M99_DKON - Assign WTS - Display G/L Accounts	----	----	X	----
PC00_M99_DLGA20 - Wage Type use - international	----	----	----	----

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
PC00_M99_FPAYM - Create DME - Payment Medium Workbench	----	----	----	----
PC00_M99_PA03_CHECK - Check result	----	----	----	----
PC00_M99_PA03_CORR - Corrections	----	----	----	----
PC00_M99_PA03_END - Exit payroll	----	----	----	----
PC00_M99_PA03_RELEA - Release payroll	----	----	----	----
PC00_M99_U510 - Update T510	----	----	----	----
PC00_M99_URMA - Acknowledge postings	----	----	----	----
PC00_M99_URMC - Run remittance completeness check	----	----	----	----
PC00_M99_URMD - Undo processing steps	----	----	----	----
PC00_M99_URMP - Create posting run	----	----	----	----
PC00_M99_URMR - Reconcile postings	----	----	----	----
PC00_M99_URMU - Store evaluation run	----	----	----	----
PC00_M99_URMW - Check processing classes	----	----	----	----
PC00_M99_UTSV - List TemSe Objects	----	----	----	----
PC00_MNA_CC_ADM - Cost Center Report - Administrator	----	----	----	----
PCP0 - Process posting run	----	----	----	----
PE03 Features	----	----	----	----
PFCG-Role Maintenance	----	----	----	----
PO03 - Maintain Job	----	----	----	X
PO03D - Display Job	----	----	X	----
PO10 - Maintain Org	----	----	----	----
PO10D - Display Org	----	----	X	----
PO13 - Maintain Position	----	----	----	X
PO13D - Display Position	----	----	X	----
PP01 - General	----	----	----	----
PP03 - Actions	----	----	----	----
PPIS - HIS	----	----	----	----
PPOM Maintain Org Plan	----	----	----	----
PPOME	----	----	----	----
PPOSE	----	----	----	----

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
PPSS - Display	----	----	----	----
PT_BAL00 - Cumulated Time Evaluation Results: Time Balances/Wage Types	----	----	----	----
PT_CLSTB2-Display PCL2(B2)	----	----	----	X
PT_DSH20 - Daily Work Schedule	----	----	X	----
PT_QTA10 - Display Absence Quota Information	----	----	----	----
PT03 - Display Work Schedule	----	----	X	----
PT50-Quota Overview	----	----	----	X
PT60-HR Time: Time Evaluation	----	----	X	X
PT62 - Attendance Check	----	----	----	----
PT63 - Personal Work Schedule	----	----	X	----
PT64 - Attendance Data Overview	----	----	----	----
PT65 - Attendance Overview Graphic	----	----	----	----
PT90 - Absence Data: Calendar View	----	----	----	----
PT90_ATT - Attendance Data: Calendar View	----	----	----	----
PT91_ATT - Attendance Data: Multiple Employee View	----	----	----	----
PU03 - Change Payroll Status	----	----	----	----
PU19 - Tax Reporter	----	----	X	----
PUOC_10 - Off-Cycle Workbench	----	----	X	----
PUOCLG - List batch table	----	----	X	----
PUOCLL - List replacements, reversals	----	----	X	----
RPTIME00 (via PT60)	----	----	----	----
RSSCD100_PFCG- Display Change Documents for Role Administration	----	----	----	----
RSSCD100_PFCG_USER- For role assignment	----	----	----	----
RSUSR200- List of Users per Login Date	----	----	----	----
S_AHR_61015554	----	----	X	X
S_AHR_61015556 - Merit System/Range Salary Table Report	----	----	X	X
S_AHR_61015611 - Wage type statement	----	----	X	----
S_AHR_61016129 - Employee history report	----	----	----	----
S_AHR_61016146 - Garnishment details	----	----	X	----
S_AHR_61016148 - Workers' compensation	----	----	X	----

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
report				
S_AHR_61016157 - 401(k) non-discrimination testing	----	----	----	----
S_AHR_61016354 - Telephone Directory	----	----	X	----
S_AHR_61016356 - Time Spent in Each Pay Scale Area/Type/Group/Level	----	----	----	----
S_AHR_61016357 - Defaults for Pay Scale Reclassification	----	----	X	----
S_AHR_61016358 - Reference Personnel Numbers	----	----	----	----
S_AHR_61016360 - HR Master Data Sheet	X	----	X	----
S_AHR_61016362 - Flexible Employee Data	----	----	X	----
S_AHR_61016369 - Employee List	----	----	X	----
S_AHR_61016373 - Headcount Development	----	----	----	----
S_AHR_61016376 - Salary According to Seniority	----	----	X	----
S_AHR_61016378 - Assignment to Wage Level	----	----	----	----
S_AHR_61016380 - Logged Changes in Infotype Data	----	----	X	----
S_AHR_61016493 - Organizational Structure	----	----	----	----
S_AHR_61016494 - Organizational Structure with Positions	----	----	----	----
S_AHR_61016495 - Organizational Structure with Persons	----	----	----	----
S_AHR_61016497 - Existing jobs	----	----	----	----
S_AHR_61016502 - Position History	----	----	----	----
S_AHR_61016504 - Position Description	----	----	----	----
S_AHR_61016511 - Complete Position Description	----	----	----	----
S_AHR_61016512 - Report Structure Without Persons	----	----	----	----
S_AHR_61016513 - Report Structure with Persons	----	----	----	----
S_AHR_61016528 - Job family grouping report	----	----	----	----
S_AHR_61018754	----	----	----	----
S_AHR_61018797 - Salary by job	----	----	----	----
S_AHR_61018798 - Exception Report (Actual base salary to Planned compensation)	----	----	X	----
S_ALR_87012307 Display Changes to GL	----	----	----	----

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
Accounts (SAP Minimal Variant)				
S_ALR_87012308 Display Changes to GL Accounts	----	----	----	----
S_ALR_87012325 Chart of Accounts - (SAP Minimal Variant)	----	----	----	----
S_ALR_87012326 Chart of Accounts	----	----	----	----
S_ALR_87012327 G/L Account list (SAP Minimal Variant)	----	----	----	----
S_ALR_87012328 G/L Account list	----	----	----	----
S_ALR_87012333 G/L Accounts List	----	----	----	----
S_ALR_87014259 (Variant PY_JOURNAL)	----	----	X	----
S_ALR_87101323 Display Infotypes with Data Dictionary Structures	----	----	----	----
S_BCE_68001393- Users by address data	----	----	----	----
S_BCE_68001394- Users According to Complex Criteria	----	----	----	----
S_BCE_68001395-Users by Complex Selection Criteria by Profiles	----	----	----	----
S_BCE_68001396-Users by Complex Selection Criteria by Authorizations	----	----	----	----
S_BCE_68001397-Users by Complex Selection Criteria by Authorization Values	----	----	----	----
S_BCE_68001398-Users by Complex Selection Criteria by Transaction Authorizations	----	----	----	----
S_BCE_68001399- Where Used List- Roles In Users	----	----	----	----
S_BCE_68001400-Users by Complex Selection Criteria	----	----	----	----
S_BCE_68001401- Users by Complex Selection Criteria by Critical Combinations of Authorizations at Transaction Start	----	----	----	----
S_BCE_68001402-Users by Complex Selection Criteria With Unsuccessful Logons	----	----	----	----
S_BCE_68001403- With Critical Authorizations	----	----	----	----
S_BCE_68001404- Profiles by Profiles Contained	----	----	----	----
S_BCE_68001405- Profiles by Authorizations	----	----	----	----
S_BCE_68001406- Profiles by Authorization Values	----	----	----	----
S_BCE_68001407- Profiles by Last Change	----	----	----	----
S_BCE_68001408- Profiles by Role	----	----	----	----

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
S_BCE_68001409- Profiles by Complex Selection Criteria	----	----	----	----
S_BCE_68001410- Authorization Objects by Object Name, Text	----	----	----	----
S_BCE_68001411- Authorization Objects by Object Class	----	----	----	----
S_BCE_68001412- Authorization Objects by Field, Text	----	----	----	----
S_BCE_68001413- Authorization Objects by Complex Selection Criteria	----	----	----	----
S_BCE_68001414- Authorizations by Object	----	----	----	----
S_BCE_68001415- Authorizations by Values	----	----	----	----
S_KI4_38000034 Alphabetical list	----	----	----	----
S_KI4_38000038 Alphabetical list	----	----	----	----
S_KI4_38000039 Alphabetical list	----	----	----	----
S_L9C_94000095 - Headcount Changes	----	----	X	----
S_PH0_48000450 - Date Monitoring	----	----	----	----
S_PH0_48000510 - Ad Hoc Query	----	----	----	----
S_PH0_48000513 Ad Hoc Query	----	----	----	----
S_PH0_48000525 - Ad Hoc Query	----	----	----	----
S_PH9_46000172 (Variant - Non-Permanent Tracking)	----	----	X	----
S_PH9_46000172 (Variant -Savings Bond Reserve)	----	----	X	----
S_PH9_46000172 (Variant: Allowance/Reimbursement Summary)	----	----	X	----
S_PH9_46000216 - Service Anniversaries	----	----	----	----
S_PH9_46000217 - Statistics: Gender Sorted by Seniority	----	----	X	----
S_PH9_46000218 - Statistics: Gender Sorted by Age	----	----	----	----
S_PH9_46000221 - Birthday List	----	----	X	----
S_PH9_46000222 - Family Members	----	----	----	----
S_PH9_46000223 - EEs Entered and Left	----	----	X	----
S_PH9_46000224 - Education and Training	----	----	----	----
SE16N - General Table Display	----	----	----	----
SM04 - view all users - term session	----	----	----	----

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
SM30 - Call View Maintenance	----	----	----	----
SM31- Create Vendor	----	----	----	----
SM35 Execute Batch Input Session	----	----	----	----
SP02- Output Controller: List of Spool Requests	X	X	X	X
SPRO	----	----	----	X
SQ01 SAP Query	----	----	----	----
SQ02 SAP Query	----	----	----	----
SQ03 SAP Query	----	----	----	----
SU01- User Maintenance	----	----	----	----
SU01D- User Maintenance Initial Screen (display only version)	----	----	----	----
SU05- Maintain Internet User	----	----	----	----
SU10-User Maintenance Mass Changes Initial Screen	----	----	----	----
SU3-Maintain User Profile	----	----	----	----
SU53-Display Authorization Data	----	----	----	----
SUIM- User Information System	----	----	----	----
SUPC- Roles: Mass generation of profiles	----	----	----	----
Table View/Print	----	----	----	----
ZACCT - Accounting Results	----	----	----	----
ZBBD - Black Box Dump	----	----	----	----
ZCAT6 -Time Transfer to HR Time	----	----	----	----
ZCATA - Time Transfer to HR Time	----	----	X	----
zerp_pay_suite	----	----	X	----
ZFITP3- Gap 42	----	----	----	----
ZFITPP - GAP 2	----	----	----	----
ZHR_AFRS_XLATE - AFRS Translation table load	----	----	----	----
ZHR_ALAS_SAVE	----	----	----	----
ZHR_RPTBNN28 - 70 Day Report / 90-Day default	X	----	X	----
ZHR_RPTBNN03 - Identify Type Code/Retirement System Mismatches	X	----	X	----
ZHR_RPTOM090 - Authorized Positions Report	----	----	----	----
ZHR_RPTOM137 - Job data by Pay Scale/Grade Types and Areas	----	----	----	----

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
ZHR_RPTOM760 - Merit System 5 Classification Listing	----	----	----	----
ZHR_RPTOMN01 - Organizational Management Transaction Reports	----	----	----	----
ZHR_RPTPA067 - Employment History Alphabetical Cross Reference	----	----	----	----
ZHR_RPTPA200 - DSHS Retirees Processed	----	----	----	----
ZHR_RPTPA231 - Employee and Position Status Report	----	----	----	----
ZHR_RPTPA249 - Employees Terminated or on/Returning from LWOP	----	----	----	----
ZHR_RPTPA457 - Personnel Action Report	----	----	----	----
ZHR_RPTPA471 - Original Hire Probational Employees	----	----	----	----
ZHR_RPTPA719 - Employee Probation Report	----	----	----	----
ZHR_RPTPA765 - Non-State Employee Report	----	----	----	----
ZHR_RPTPA802 - Washington Management Services Change Activity Report	----	----	----	----
ZHR_RPTPAN02 - Flexible Employee Data Report	----	----	----	----
ZHR_RPTPY007 - Sick Leave Over 480 Hours - Non Eligible Report for YYYY	----	----	X	----
ZHR_RPTPY010 - Accrued Payroll Deduction Voucher	----	----	X	----
ZHR_RPTPY024 - Active Employees With No Retirement Deduction Taken	----	----	X	----
ZHR_RPTPY061 - Federal Employer Identification Number	----	----	X	----
ZHR_RPTPY123 - Adjustments to Earnings Subject to Employment Security	----	----	X	----
ZHR_RPTPY126 - CANCELLED WARRANT REPORT	----	----	X	----
ZHR_RPTPY139 - Classification Distribution	----	----	X	----
ZHR_RPTPY151 - Corrections and Returns for Agency Action	----	----	X	----
ZHR_RPTPY164 - Wage Type Use Report	----	----	X	----
ZHR_RPTPY376 - Journal Vouchers	----	----	X	----
ZHR_RPTPY394 - Medical Aid Detail Report	----	----	X	----
ZHR_RPTPY455 - Negative Summary Records	----	----	X	----
ZHR_RPTPY493 - Percentage of Employees with Direct Deposit	----	----	X	----

Transaction Code	Access X = Access ---- = No Access			
	Central Benefits Inquirer	Central Garnishments Inquirer	Central Payroll Analyst – Production	Compensation Analyst
ZHR_RPTPY574 - Savings Bond Cancelled Warrant Report	----	----	X	----
ZHR_RPTPY600 - Negative Federal Tax Per Federal EIN Report	----	----	X	----
ZHR_RPTPY622 - Union Dues Deductions	----	----	X	----
ZHR_RPTPY632 - Wages Not Subject to OASI/Medicare Report	----	----	X	----
ZHR_RPTPY635 - Warrant/ACH Register and Summary	----	----	X	----
ZHR_RPTPY646 - Employee YTD Payroll Register	----	----	X	----
ZHR_RPTPY661 - Tax Exempt Status Report	----	----	X	----
ZHR_RPTPY675 - Appointments with EIC at Yearend	----	----	X	----
ZHR_RPTPY681 - Buyout Statements (LAG Leave)	----	----	X	----
ZHR_RPTPY711 - Earnings and Deductions Statement	----	----	X	----
ZHR_RPTPY713 - EFT Employee Letters	----	----	X	----
ZHR_RPTPY807 - SSN Change	----	----	X	----
ZHR_RPTPYN07 - Preemptive Time Data Check	----	----	X	----
ZHR_RPTPYN08 - Preemptive Payroll Threshold Check	----	----	X	----
ZHR_RPTPYN09 - Payroll Threshold Report	----	----	X	----
ZHR_RPTPYN10 - Payroll Balancing Report Not Ready	----	----	X	----
ZHR_RPTPYS10 - Display of Savings Bonds Purchases Needs IT0709	----	----	X	----
ZHR_RPTTM084 - ATTENDANCE SYSTEM CHANGE REPORT	----	----	----	----
ZHR_RPTTM398 - Leave Activity Summary Report	----	----	----	----
ZHRAFRSALLOCODE	----	----	----	----
ZHRAFRSPROJSTRUC (maintenance view)	----	----	----	----
ZHRBB - Black Box Financial Translator	----	----	----	----
ZMUR - 3rd party create posting run	----	----	----	----
ZPCP0 - Edit Posting Runs	----	----	----	----
ZRCP - ZHR_RPCIPE00	----	----	----	----

SECTION 3: CENTRAL OVERSIGHT & MANAGEMENT ROLES

Central Agency Inquirer

Description: The **Central Agency Inquirer** role allows oversight of all HRMS data and activity. This role is assigned to appropriate Department of Personnel (DOP), Office of Financial Management (OFM) and the State Auditor's Office (SAO) positions requiring such oversight in the performance of their duties.

The technical name for this role in HRMS is SR3P_CE_AGENCY_INQ.

Activities: The **Central Agency Inquirer** will perform the following key activities in HRMS:

- Review agency reports for issue management
- Review system demographics for legislative oversight purposes in all functional areas
- Respond to specific legislative inquiries
- Prepare legislative impact studies
- Provide multi-agency/cross-agency reporting

Skills: It is expected that individuals assigned to the **Central Agency Inquirer** role have an understanding of the State of Washington organizational structure and at least an introductory concept of the HRMS system.

Criticality: Medium – Role is responsible for processes/tasks that are vital to correct and appropriate system management, but not critical.

Magnitude of Change: Low - Role exists today and will be very similar in the HRMS system.

Maps to Existing Job(s): The **Central Agency Inquirer** role is typically performed by the following State of Washington job titles:

- Information Technology Specialist 1, 2, 3, 4, 5
- Information Technology Systems/Applications Specialist 6
- Washington Management Service Band 1, 2, 3
- Executive Management Service

Central Transport Supervisor

Description: The **Central Transport Supervisor** oversees the accurate and appropriate transfer of approved configuration changes from the Development environment to the Acceptance and Production environments. This role is assigned only to Department of Personnel (DOP), HRISD analyst staff.

The technical name for this role in HRMS is SR3P_CE_TRANSPORT_SUPV.

Activities: The **Central Transport Supervisor** will perform the following key activities in HRMS:

- Certify and move newly developed code from the Development environment to the Acceptance environment
- Certify and move accepted changes from the Acceptance environment to the Production environment
- Develop and institute processes to ensure that only accurate, complete and reliable changes are migrated into the Production environment

Skills: It is expected that individuals assigned to the **Central Transport Supervisor** role will have a thorough understanding of HRMS functional operations, a clear and complete knowledge of the HRMS technical features in particular transport system operations, and a clear knowledge of the impact of their actions on the save and secure operation of HRMS.

Criticality: High – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time.

Magnitude of Change: Medium - Role exists today but will be different in the HRMS system.

Maps to Existing Job(s): The **Central Transport Supervisor** role is typically performed by the following State of Washington job titles:

- Information Technology Systems/Applications Specialist 6

Configuration Analyst

Description: The **Configuration Analyst** role is required to perform maintenance and development of HRMS processes in the Development environment.

The technical name for this role in HRMS is SR3P_CE_CONFIG_ANL_DEV.

Activities: The **Configuration Analyst** will perform the following key activities in HRMS:

- Maintain existing programs and processes in the SAP R-3/HRMS system, correcting as required to meet operational necessities
- Create new modifications as required to enable HRMS to adjust to legislative acts
- Modify existing programs and processes as required to update HRMS in conjunction with major upgrades from SAP

Skills: It is expected that individuals assigned to the **Configuration Analyst** role will have an understanding of the SAP R-3 System, its modifications as created by the HRMS development project, the programming languages required to maintain and modify those processes and a general understanding of programming practices in general.

Criticality: High – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time.

Magnitude of Change: Low - Role exists today and will be very similar in the HRMS system.

Maps to Existing Job(s): The **Configuration Analyst** role is typically performed by the following State of Washington job titles:

- Information Technology Specialist 2, 3, 4, 5
- Information Technology Systems/Applications Specialist 6

Payroll Release Administrator

Description: The ***Payroll Release Administrator*** role is required to oversight the Washington State public employees' payroll operation. This role must be assigned to a senior analyst with significant HRMS system knowledge as well as significant payroll operations knowledge.

The technical name for this role in HRMS is SR3P_CE_PAY_RELEASE_ADMIN.

Activities: The ***Payroll Release Administrator*** will perform the following key activities in HRMS:

- Initiate payroll simulation processing
- Supervisor Central Payroll Analysts in taking corrective actions against the payroll during the simulation and testing process
- Remove employees from the automated payroll process if required to ensure successful state payroll operation
- Release the payroll after successful simulation and testing to enter production

Skills: It is expected that individuals assigned to the ***Payroll Release Administrator*** role will have an exceptional understanding of the HRMS payroll system processes and operations.

Criticality: High – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time.

Magnitude of Change: High - Role does not exist today.

Maps to Existing Job(s): The ***Payroll Release Administrator*** role is typically performed by the following State of Washington job titles:

- Information Technology Systems/Applications Specialist 6
- Washington Management Service Band 1, 2, 3

Financial Approver

Description: The **Financial Approver** role is responsible for approving new deduction codes, wage types and agency codes that are created by the Payroll Configuration Analyst. *(Note: Office of Financial Management will typically perform this role.)*

The technical name for this role in HRMS is SR3P_CE_FINC_APRV.

Activities: The **Financial Approver** will perform the following key activities in HRMS:

- Approves miscellaneous deductions
- Review HRMS underlying financial tables and processes for completeness and currency
- Intervene in correcting payroll errors related to the underlying cost/accounting structures
- Provide advice and assistance to Department of Personnel (DOP) and OFM in the Cost Accounting Management area

Skills: It is expected that individuals assigned to the **Financial Approver** role have a current understanding of the development of accounting and reporting modules within the Agency Financial Reporting System (AFRS), including interaction with the State payroll system, development and presentation of specialized training programs, the Statewide Cost Allocation Program and Single Audit follow up.

Criticality: High – Role is responsible for processes/tasks that put the business operationally at risk if not performed correctly, have a high degree of customer contact, or have a high degree of impact on customer lead-time.

Magnitude of Change: High - Role does not exist today.

Maps to Existing Job(s): The **Financial Approver** role is typically performed by the following State of Washington job titles:

- Information Technology Systems/Applications Specialist 6
- Washington Management Service Band 1, 2, 3

Infotype Access for Central Oversight & Management Roles

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
0000-Actions	RM	RM	RMW	RM	R
0001-Org. Assignment	RM	RM	RMW	RM	R
0002-Personal Data	RM	RM	RMW	RM	R
0003-Payroll Status	RM	RM	RMW	RMW	R
0006-Address	RM	RM	RM	RM	R
0007-Planned Working Time	RM	RM	RM	RM	RM
0008-Basic Pay	RM	RM	RM	RM	RM
0009-Bank Details	RM	RM	RMW	RM	RM
0014-Recurring Payments/Deductions	RM	RM	RM	RM	RM
0015-Additional Payments	RM	RM	RM	RM	RM
0016-Contract Elements	RM	RM	RMW	----	----
0019-Monitoring of Task	RM	RM	RMW	----	----
0021- Emergency Contact	RM	RM	RMW	RM	----
0022-Education	RM	RM	RMW	----	----
0023-Previous/Other Employers	RM	RM	RMW	----	----
0027-Cost Distribution	RM	RM	RMW	RM	RM
0031-Reference Personnel Number	RM	RM	RMW	----	----
0040-Objects on Loan	RM	RM	RMW	----	----
0041-Date Specifications	RM	RM	RMW	RM	R
0077-Additional Personal Data	RM	RM	RMW	----	----
0081-Military Status	RM	RM	RMW	----	----
0094-Residence Status	RM	RM	RMW	----	----
0103-Bond Purchases	RM	RM	RMW	RM	RM
0104-Bond Denominations	RM	RM	RMW	RM	RM
0105-Communication	RM	RM	RMW	RM	----
0106-Related persons	----	----	----	---	---
0121-RefPerNo Priority	RM	RM	RMW	R	----
0128-Notifications	RM	RM	RMW	RM	----

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
0167-Health Plans	RM	RM	RMW	RM	----
0169-Savings Plan	RM	RM	RMW	RM	RM
0170 - flexible spending accounts	----	----	----	R	----
0171-General Benefits Information	RM	RM	RMW	RM	----
0194-Garnishment Document	RM	RM	RMW	RM	R
0195-Garnishment Order	RM	RM	RMW	RM	----
0207-Residence Tax Area	RM	RM	RMW	RM	----
0208-Work Tax Area	RM	RM	RMW	RM	----
0209-Unemployment State	RM	RM	RMW	RM	----
0210-Withholding Info W4	RM	RM	RMW	RM	RM
0216-Garnishment adjustments	RM	RM	RMW	RM	RM
0221-Payroll Results Adjustment	RM	RM	RM	RM	RM
0234-Additional Withholding Info US	RM	RM	RMW	RM	RM
0235-Other US Taxes	RM	RM	RMW	RM	RM
0302-Additional Actions	RM	RM	RMW	R	----
0377-Miscellaneous Plans	RM	RM	RMW	RM	----
0416 – Time Quota Compensation (Buyout)	RM	RM	RMW	RM	----
0552-Time Specifications/Employee Period	RM	RM	RMW	----	----
0554-Hourly Rate per Assignment	RM	RM	RMW	RM	RM
0613-Absence Donation/Withdraw (US)	RM	RM	RMW	----	RM
0696-Absence Pools	RM	RM	RMW	----	RM
1000-Objects	RM	RM	RMW	----	----
1001-Relationships	RM	RM	RMW	----	----
1002-Descriptions	RM	RM	RMW	----	----
1003 Dep / Staff	----	----	----	----	----
1005-Planned Compensation	RM	RM	RMW	----	----
1007-Vacancy	RM	RM	RMW	----	----
1008-Account Assignment Features	RM	RM	RMW	----	RM
1011-Work Schedule	RM	RM	RMW	----	----
1013-Employee Group/Sub-Group	RM	RM	RMW	----	RM

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
1017-PD Profiles	RM	----	----	----	----
1018-Cost Distribution	RM	RM	RMW	RM	RM
1028-Address	RM	RM	RMW	----	----
1610-U.S. Job Attributes	RM	RM	RMW	----	----
1660 - Position Attributes	----	----	----	----	----
2001-Absences	RM	RM	RMW	RM	RM
2003-WS Substitutions	RM	RM	RM	R	----
2006-Absence Quotas	RM	RM	RM	RM	RM
2010-EE Remuneration Info	RM	RM	RMW	RM	R
2012-Time Transfer Specifications	R	R	RMW	----	----
2013-Quota Corrections	RM	RM	RM	RM	----
9410 - Marine accumulation of hours	RM	RM	RMW	RM	RM

Transaction Code Access for Central Oversight & Management Roles

Transaction Code	Access X = Access ---- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
AL08 View all users	----	----	----	----	----
CAT2 Record Working Time	X	----	X	----	----
CAT3 Display Working Time	X	----	X	----	----
CAT8 CATS: Object-Related Approval	X	----	X	----	----
CATC-Time sheet/Time leveling	X	----	X	----	----
CATS_DA -	----	----	----	----	----
FDTA - DME management	X	----	X	X	----
FK01 - Create Vendor	X	----	X	----	----
FK02 - Change Vendor	X	----	X	----	----
FK03 - Display Vendor	X	----	X	----	----
FM_Function Process Functional Area	----	----	----	----	X
FM5i Create Fund	----	----	----	----	X
FM5S Display Fund	----	----	----	----	X
FM5U Change Fund	----	----	----	----	X
FMCIA Individual Processing	----	----	----	----	X
FMCIC Display	----	----	----	----	X
FMDRIVER Process Account Assignment Derivation	----	----	----	----	X
FMSA Create	----	----	----	----	X
FMSB Change	----	----	----	----	X
FMSC Display	----	----	----	----	X
FS00 Centrally	----	----	----	----	X
FS04 Centrally	----	----	----	----	X
FSP4 In Chart of Accounts	----	----	----	----	X
FSP0 In Chart of Accounts	----	----	----	----	X
FSS0 In Company Code	----	----	----	----	X
FSS3 In company code	----	----	----	----	X
HRBEN0001 - Enrollment	----	----	X	----	----
HRBEN0003 - Participation Monitor	X	----	X	----	----
HRBEN0006 - Participation Overview	X	----	X	----	----

Transaction Code	Access X = Access ---- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
HRBEN0014 - Termination	----	----	X	----	----
HRBEN0072	X	----	X	X	----
HRCMP0041 - Update IT 0008	----	----	X	----	----
HRCMP0042 - Pay Scale Reclassification	----	----	X	----	----
KA01 Create Primary	----	----	----	----	X
KA02 Change	----	----	----	----	X
KA03 Display	----	----	----	----	X
KA04 Delete	----	----	----	----	X
KA05 Display Chgs	----	----	----	----	X
KA22 Display	----	----	----	----	X
KA23 Cost Elements: Master Data Rpt	----	----	----	----	X
KA24 Delete	----	----	----	----	X
KKC1 Create	----	----	----	----	X
KKC2 Change	----	----	----	----	X
KKC3 Display	----	----	----	----	X
KS01 Create	----	----	----	----	X
KS02 Change	----	----	----	----	X
KS03 Display	----	----	----	----	X
KS04 Delete	----	----	----	----	X
KS05 Display	----	----	----	----	X
KS12 Change /Cost Ctr Rpt	----	----	----	----	X
KS13 Display	----	----	----	----	X
KS14 Delete	----	----	----	----	X
LFA1 - Translation Table	----	----	----	----	X
LSMW - Legacy System Migration Workbench	----	----	----	----	X
OB_GLACC11 Chart of Accounts Data	----	----	----	----	X
OB_GLACC12 Company code data	----	----	----	----	X
OB_GLACC13 Descriptions	----	----	----	----	X
OKB2 Make Default Settings	----	----	----	----	X
OKB3 Create Batch Input Session	----	----	----	----	X
OKW7 Directory	----	----	----	----	X
PA03 - Control Record	X	----	X	X	----

Transaction Code	Access X = Access ---- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
PA10 Personnel File	----	----	----	----	----
PA20 Display Master Data Actions	X	X	X	X	X
PA30 Maintain Actions	X	X	X	X	----
PA40 Personnel Actions	----	----	X	----	----
PA42 Fast Entry: Actions	----	----	X	----	----
PA51 Display Time Data	X	----	X	X	X
PA61 Maintain Time Data	X	----	X	----	----
PA70 Fast Entry	----	----	X	----	----
PA71 Fast Entry Time Data	X	----	----	----	----
PC_PAYRESULT - Display Results	X	----	X	X	X
PC00_M10_CALC - Start payroll	----	----	X	X	----
PC00_M10_CALC_SIMU - Simulation	----	----	X	X	X
PC00_M10_CDTC - Pre-program DME	X	----	X	X	----
PC00_M10_CDTE - Test transfer	X	----	X	X	----
PC00_M10_CEDT - Remuneration statement	X	----	X	X	----
PC00_M10_FFOC - Print check	X	----	----	X	----
PC00_M10_FFOT - Create DME	X	----	X	X	----
PC00_M10_HRF - Remuneration Statement with HR forms.	----	----	----	----	X
PC00_M10_OTLJ - Payroll Journal	X	----	X	X	----
PC00_M10_REC - Payroll reconciliation report	X	----	X	X	----
PC00_M10_RFFOAVIS - Print zero net advices	X	----	X	X	----
PC00_M10_U500 - Evaluation run	X	----	X	X	----
PC00_M99_CIPC - Check completeness	X	----	X	X	X
PC00_M99_CLGA09 - Wage type statement	X	----	X	X	----
PC00_M99_CPRC - Payroll Calendar	X	----	X	X	----
PC00_M99_CWTR - Wage type reporter	X	----	X	X	----
PC00_M99_DKON - Assign WTS - Display G/L Accounts	----	----	----	X	X
PC00_M99_DLGA20 - Wage Type use - international	----	----	----	----	X
PC00_M99_FPAYM - Create DME - Payment Medium Workbench	X	----	X	X	----
PC00_M99_PA03_CHECK - Check result	X	----	X	X	----
PC00_M99_PA03_CORR - Corrections	----	----	X	X	----
PC00_M99_PA03_END - Exit payroll	----	----	----	X	----

Transaction Code	Access X = Access ---- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
PC00_M99_PA03_RELEA - Release payroll	----	----	X	X	----
PC00_M99_U510 - Update T510	----	----	X	----	----
PC00_M99_URMA - Acknowledge postings	X	----	X	X	X
PC00_M99_URMC - Run remittance completeness check	----	----	----	----	X
PC00_M99_URMD - Undo processing steps	X	----	X	X	X
PC00_M99_URMP - Create posting run	X	----	X	X	X
PC00_M99_URMR - Reconcile postings	X	----	X	X	----
PC00_M99_URMU - Store evaluation run	X	----	X	X	X
PC00_M99_URMW - Check processing classes	X	----	X	X	----
PC00_M99_UTSV - List TemSe Objects	X	----	X	X	----
PC00_MNA_CC_ADM - Cost Center Report - Administrator	X	----	X	X	----
PCP0 - Process posting run	X	----	X	X	X
PE03 Features	X	----	X	----	----
PFCG-Role Maintenance	----	----	----	----	----
PO03 - Maintain Job	----	----	----	----	----
PO03D - Display Job	X	----	X	X	----
PO10 - Maintain Org	----	----	----	----	----
PO10D - Display Org	X	----	X	X	----
PO13 - Maintain Position	----	----	----	----	----
PO13D - Display Position	X	----	X	X	X
PP01 - General	X	----	X	----	----
PP03 - Actions	----	----	X	----	----
PPIS - HIS	X	----	X	----	----
PPOM Maintain Org Plan	----	----	----	----	----
PPOME	X	----	X	----	----
PPOSE	X	----	X	----	----
PPSS - Display	X	----	X	----	X
PT_BAL00 - Cumulated Time Evaluation Results: Time Balances/Wage Types	X	----	X	----	----
PT_CLSTB2-Display PCL2(B2)	X	----	X	X	----
PT_DSH20 - Daily Work Schedule	X	----	X	----	----
PT_QTA10 - Display Absence Quota Information	X	----	X	----	----
PT03 - Display Work Schedule	X	----	X	----	----

Transaction Code	Access X = Access ---- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
PT50-Quota Overview	X	----	X	X	----
PT60-HR Time: Time Evaluation	X	----	X	X	----
PT62 - Attendance Check	X	----	X	----	----
PT63 - Personal Work Schedule	X	----	X	----	----
PT64 - Attendance Data Overview	X	----	X	----	----
PT65 - Attendance Overview Graphic	X	----	X	----	----
PT90 - Absence Data: Calendar View	X	----	X	----	----
PT90_ATT - Attendance Data: Calendar View	X	----	X	----	----
PT91_ATT - Attendance Data: Multiple Employee View	X	----	X	----	----
PU03 - Change Payroll Status	X	----	X	----	----
PU19 - Tax Reporter	X	----	X	X	----
PUOC_10 - Off-Cycle Workbench	X	----	X	X	----
PUOCLG - List batch table	X	----	X	X	----
PUOCLL - List replacements, reversals	X	----	X	X	----
RPTIME00 (via PT60)	----	----	----	----	----
RSSCD100_PFCG- Display Change Documents for Role Administration	----	----	----	----	----
RSSCD100_PFCG_USER- For role assignment	----	----	----	----	----
RSUSR200- List of Users per Login Date	----	----	----	----	----
S_AHR_61015554	X	----	X	X	----
S_AHR_61015556 - Merit System/Range Salary Table Report	X	----	X	X	X
S_AHR_61015611 - Wage type statement	X	----	X	X	----
S_AHR_61016129 - Employee history report	X	----	X	----	----
S_AHR_61016146 - Garnishment details	X	----	X	X	----
S_AHR_61016148 - Workers' compensation report	X	----	X	X	----
S_AHR_61016157 - 401(k) non-discrimination testing	X	----	X	----	----
S_AHR_61016354 - Telephone Directory	X	----	X	----	----
S_AHR_61016356 - Time Spent in Each Pay Scale Area/Type/Group/Level	X	----	X	----	----
S_AHR_61016357 - Defaults for Pay Scale Reclassification	X	----	X	----	----
S_AHR_61016358 - Reference Personnel Numbers	X	----	X	----	----
S_AHR_61016360 - HR Master Data Sheet	X	----	X	----	----
S_AHR_61016362 - Flexible Employee Data	X	----	X	----	----

Transaction Code	Access X = Access ---- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
S_AHR_61016369 - Employee List	X	----	X	----	----
S_AHR_61016373 - Headcount Development	X	----	X	----	----
S_AHR_61016376 - Salary According to Seniority	X	----	X	----	----
S_AHR_61016378 - Assignment to Wage Level	X	----	X	----	----
S_AHR_61016380 - Logged Changes in Infotype Data	X	----	X	----	----
S_AHR_61016493 - Organizational Structure	X	----	X	----	----
S_AHR_61016494 - Organizational Structure with Positions	X	----	X	----	----
S_AHR_61016495 - Organizational Structure with Persons	X	----	X	----	----
S_AHR_61016497 - Existing jobs	x	----	X	----	----
S_AHR_61016502 - Position History	x	----	X	----	----
S_AHR_61016504 - Position Description	X	----	X	----	----
S_AHR_61016511 - Complete Position Description	X	----	X	----	----
S_AHR_61016512 - Report Structure Without Persons	X	----	X	----	----
S_AHR_61016513 - Report Structure with Persons	X	----	X	----	----
S_AHR_61016528 - Job family grouping report	X	----	X	----	----
S_AHR_61018754	----	----	----	X	----
S_AHR_61018797 - Salary by job	X	----	X	----	----
S_AHR_61018798 - Exception Report (Actual base salary to Planned compensation)	X	----	X	X	----
S_ALR_87012307 Display Changes to GL Accounts (SAP Minimal Variant)	----	----	----	----	X
S_ALR_87012308 Display Changes to GL Accounts	----	----	----	----	X
S_ALR_87012325 Chart of Accounts - (SAP Minimal Variant)	----	----	----	----	X
S_ALR_87012326 Chart of Accounts	----	----	----	----	X
S_ALR_87012327 G/L Account list (SAP Minimal Variant)	----	----	----	----	X
S_ALR_87012328 G/L Account list	----	----	----	----	X
S_ALR_87012333 G/L Accounts List	----	----	----	----	X
S_ALR_87014259 (Variant PY_JOURNAL)	X	----	X	X	X
S_ALR_87101323 Display Infotypes with Data Dictionary Structures	----	----	----	----	----
S_BCE_68001393- Users by address data	----	----	----	----	----
S_BCE_68001394- Users According to Complex Criteria	----	----	----	----	----
S_BCE_68001395-Users by Complex Selection Criteria by Profiles	----	----	----	----	----
S_BCE_68001396-Users by Complex Selection Criteria by Authorizations	----	----	----	----	----

Transaction Code	Access X = Access ---- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
S_BCE_68001397-Users by Complex Selection Criteria by Authorization Values	----	----	----	----	----
S_BCE_68001398-Users by Complex Selection Criteria by Transaction Authorizations	----	----	----	----	----
S_BCE_68001399- Where Used List- Roles In Users	----	----	----	----	----
S_BCE_68001400-Users by Complex Selection Criteria	----	----	----	----	----
S_BCE_68001401- Users by Complex Selection Criteria by Critical Combinations of Authorizations at Transaction Start	----	----	----	----	----
S_BCE_68001402-Users by Complex Selection Criteria With Unsuccessful Logons	----	----	----	----	----
S_BCE_68001403- With Critical Authorizations	----	----	----	----	----
S_BCE_68001404- Profiles by Profiles Contained	----	----	----	----	----
S_BCE_68001405- Profiles by Authorizations	----	----	----	----	----
S_BCE_68001406- Profiles by Authorization Values	----	----	----	----	----
S_BCE_68001407- Profiles by Last Change	----	----	----	----	----
S_BCE_68001408- Profiles by Role	----	----	----	----	----
S_BCE_68001409- Profiles by Complex Selection Criteria	----	----	----	----	----
S_BCE_68001410- Authorization Objects by Object Name, Text	----	----	----	----	----
S_BCE_68001411- Authorization Objects by Object Class	----	----	----	----	----
S_BCE_68001412- Authorization Objects by Field, Text	----	----	----	----	----
S_BCE_68001413-Authorization Objects by Complex Selection Criteria	----	----	----	----	----
S_BCE_68001414-Authorizations by Object	----	----	----	----	----
S_BCE_68001415-Authorizations by Values	----	----	----	----	----
S_KI4_38000034 Alphabetical list	----	----	----	----	X
S_KI4_38000038 Alphabetical list	----	----	----	----	X
S_KI4_38000039 Alphabetical list	----	----	----	----	X
S_L9C_94000095 - Headcount Changes	X	----	X	----	----
S_PH0_48000450 - Date Monitoring	X	----	X	----	----
S_PH0_48000510 - Ad Hoc Query	X	----	X	----	----
S_PH0_48000513 Ad Hoc Query	X	----	X	----	----
S_PH0_48000525 - Ad Hoc Query	X	----	X	----	----
S_PH9_46000172 (Variant - Non-Permanent Tracking)	X	----	X	X	----
S_PH9_46000172 (Variant -Savings Bond Reserve)	X	----	X	X	X
S_PH9_46000172 (Variant: Allowance/Reimbursement Summary)	X	----	X	X	X

Transaction Code	Access X = Access ---- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
S_PH9_46000216 - Service Anniversaries	X	----	X	----	----
S_PH9_46000217 - Statistics: Gender Sorted by Seniority	X	----	X	----	----
S_PH9_46000218 - Statistics: Gender Sorted by Age	X	----	X	----	----
S_PH9_46000221 - Birthday List	X	----	X	----	----
S_PH9_46000222 - Family Members	X	----	X	----	----
S_PH9_46000223 - EEs Entered and Left	X	----	X	----	----
S_PH9_46000224 - Education and Training	X	----	X	----	----
SE16N - General Table Display	----	----	----	----	X
SM04 - view all users - term session	----	----	----	----	----
SM30 - Call View Maintenance	----	----	----	----	X
SM31- Create Vendor	----	----	----	----	X
SM35 Execute Batch Input Session	----	----	----	----	X
SP02- Output Controller: List of Spool Requests	X	X	X	X	X
SPRO	----	X	X	X	X
SQ01 SAP Query	X	----	X	----	----
SQ02 SAP Query	X	----	X	----	----
SQ03 SAP Query	X	----	X	----	----
SU01- User Maintenance	----	----	----	----	----
SU01D- User Maintenance Initial Screen (display only version)	----	----	----	----	----
SU05- Maintain Internet User	----	----	----	----	----
SU10-User Maintenance Mass Changes Initial Screen	----	----	----	----	----
SU3-Maintain User Profile	----	----	----	----	----
SU53-Display Authorization Data	----	----	----	----	----
SUIM- User Information System	----	----	----	----	----
SUPC- Roles: Mass generation of profiles	----	----	----	----	----
Table View/Print	----	----	----	----	X
ZACCT - Accounting Results	----	----	----	----	X
ZBBD - Black Box Dump	----	----	----	----	X
ZCAT6 -Time Transfer to HR Time	X	----	X	----	----
ZCATA - Time Transfer to HR Time	X	----	X	----	----
zerp_pay_suite	----	----	----	X	X
ZFITP3- Gap 42	----	----	----	----	X

Transaction Code	Access X = Access ---- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
ZFITPP - GAP 2	----	----	----	----	X
ZHR_AFRS_XLATE - AFRS Translation table load	----	----	----	----	X
ZHR_ALAS_SAVE	----	----	----	----	X
ZHR_RPTBNN28 - 70 Day Report / 90-Day default	X	----	X	X	----
ZHR_RPTBNN03 - Identify Type Code/Retirement System Mismatches	X	----	X	X	----
ZHR_RPTOM090 - Authorized Positions Report	X	----	X	----	----
ZHR_RPTOM137 - Job data by Pay Scale/Grade Types and Areas	X	----	X	----	----
ZHR_RPTOM760 - Merit System 5 Classification Listing	X	----	X	----	----
ZHR_RPTOMN01 - Organizational Management Transaction Reports	X	----	X	----	----
ZHR_RPTPA067 - Employment History Alphabetical Cross Reference	X	----	X	----	----
ZHR_RPTPA200 - DSHS Retirees Processed	X	----	X	----	----
ZHR_RPTPA231 - Employee and Position Status Report	X	----	X	----	----
ZHR_RPTPA249 - Employees Terminated or on/Returning from LWOP	X	----	X	----	----
ZHR_RPTPA457 - Personnel Action Report	X	----	X	----	----
ZHR_RPTPA471 - Original Hire Probational Employees	X	----	X	----	----
ZHR_RPTPA719 - Employee Probation Report	X	----	X	----	----
ZHR_RPTPA765 - Non-State Employee Report	X	----	X	----	----
ZHR_RPTPA802 - Washington Management Services Change Activity Report	X	----	X	----	----
ZHR_RPTPAN02 - Flexible Employee Data Report	X	----	X	----	----
ZHR_RPTPY007 - Sick Leave Over 480 Hours - Non Eligible Report for YYYY	X	----	X	X	----
ZHR_RPTPY010 - Accrued Payroll Deduction Voucher	X	----	X	X	x
ZHR_RPTPY024 - Active Employees With No Retirement Deduction Taken	X	----	X	X	----
ZHR_RPTPY061 - Federal Employer Identification Number	X	----	X	X	x
ZHR_RPTPY123 - Adjustments to Earnings Subject to Employment Security	X	----	X	X	----
ZHR_RPTPY126 - CANCELLED WARRANT REPORT	X	----	X	X	x
ZHR_RPTPY139 - Classification Distribution	X	----	X	X	----
ZHR_RPTPY151 - Corrections and Returns for Agency Action	X	----	X	X	----
ZHR_RPTPY164 - Wage Type Use Report	X	----	X	X	x
ZHR_RPTPY376 - Journal Vouchers	X	----	X	X	x

Transaction Code	Access X = Access ---- = No Access				
	Central Agency Inquirer	Central Transport Supervisor	Configuration Analyst	Payroll Release Administrator	Financial Approver
ZHR_RPTPY394 - Medical Aid Detail Report	X	----	X	X	x
ZHR_RPTPY455 - Negative Summary Records	X	----	X	X	x
ZHR_RPTPY493 - Percentage of Employees with Direct Deposit	X	----	X	X	x
ZHR_RPTPY574 - Savings Bond Cancelled Warrant Report	X	----	X	X	x
ZHR_RPTPY600 - Negative Federal Tax Per Federal EIN Report	X	----	X	X	x
ZHR_RPTPY622 - Union Dues Deductions	X	----	X	X	----
ZHR_RPTPY632 - Wages Not Subject to OASI/Medicare Report	X	----	X	X	----
ZHR_RPTPY635 - Warrant/ACH Register and Summary	X	----	X	X	x
ZHR_RPTPY646 - Employee YTD Payroll Register	X	----	X	X	----
ZHR_RPTPY661 - Tax Exempt Status Report	X	----	X	X	----
ZHR_RPTPY675 - Appointments with EIC at Yearend	X	----	X	X	----
ZHR_RPTPY681 - Buyout Statements (LAG Leave)	X	----	X	X	----
ZHR_RPTPY711 - Earnings and Deductions Statement	X	----	X	X	----
ZHR_RPTPY713 - EFT Employee Letters	X	----	X	X	----
ZHR_RPTPY807 - SSN Change	X	----	X	X	----
ZHR_RPTPYN07 - Preemptive Time Data Check	X	----	X	X	----
ZHR_RPTPYN08 - Preemptive Payroll Threshold Check	X	----	X	X	----
ZHR_RPTPYN09 - Payroll Threshold Report	X	----	X	X	x
ZHR_RPTPYN10 - Payroll Balancing Report Not Ready	X	----	X	X	x
ZHR_RPTPYS10 - Display of Savings Bonds Purchases Needs IT0709	X	----	X	X	x
ZHR_RPTTM084 - ATTENDANCE SYSTEM CHANGE REPORT	X	----	X	----	----
ZHR_RPTTM398 - Leave Activity Summary Report	X	----	X	----	----
ZHRAFRSALLOCODE	----	----	----	----	X
ZHRAFRSPROJSTRUC (maintenance view)	----	----	----	----	X
ZHRBB - Black Box Financial Translator	----	----	----	----	X
ZMUR - 3rd party create posting run	----	----	----	----	X
ZPCP0 - Edit Posting Runs	----	----	----	----	X
ZRCP - ZHR_RPCIFE00	----	----	----	----	X

SECTION 4: CENTRAL SECURITY ROLES

Central Security Authorization Administrator

Description: The **Central Security Authorization Administrator** role is responsible for creating and assigning HRMS roles for the central support agencies assigning security profiles which control the scope of access central roles have within the state's HRMS system.

The technical name for this role in HRMS is SR3P_CE_AUTH_ADMIN

Activities: The **Central Security Authorization Administrator** will perform the following key activities in HRMS:

- Assign standard Centralized roles to positions within the Central support agencies
- Assist decentralized agencies in resolving issues escalated to the HRMS Security team
- Monitor the use of security roles and data profiles and advise as required on the best use of security practices in regard to role assignment and creation.

Skills: It is expected that individuals assigned to the **Central Security Authorization Administrator** role will have an exceptional understanding of the SAP/BW/Portal security operations and the business functions supported therein throughout the HRMS.

Criticality: High – Role is responsible for processes/tasks that are critical to correct and appropriate statewide data system management.

Magnitude of Change: Medium - Role exists today in the PAY1 system although it operates at a significantly lower level of complexity in relation to the PAY1 system.

Maps to Existing Job(s): The **Central Security Authorization Administrator** role is typically performed by the following State of Washington job titles:

- ITS/AS6
- ITSS5
- ITSS4

Central Security User ID Administrator

Description: The **Central Security User ID Administrator** role is responsible for assigning and maintaining UserIDs and passwords for HRMS end users with Central Support Roles in the State of Washington.

The technical name for this role in HRMS is SR3P_CE_USER_ADMIN.

Activities: The **Central Security User ID Administrator** will perform the following key activities in HRMS:

- Establish HRMS User IDs for Central Support Personnel
- Link CSP Personnel records to SAP IDs
- Link DIS Active Directory IDs with HRMS User IDs to support Single-Sign On for Central Support Agencies.
- Assist Central Users with Security Support issues
- Assist Decentralized Security Administrators with Security Issues

Skills: It is expected that individuals assigned to the **Central Security User ID Administrator** role will have a current understanding of SAP/BW/Portal login and password requirements, HRMS Business requirements, and de-centralized user issues.

Criticality: Critical – Role is responsible for processes/tasks that are critical to correct and appropriate system management.

Magnitude of Change: Medium - Role exists today and will be very similar in the HRMS system, although at the statewide level the role is much more complex.

Maps to Existing Job(s): The **Central Security User ID Administrator** role is typically performed by the following State of Washington job titles:

- ITSS5
- ITSS4

Central Security Auditor

Description: The **Central Security Auditor** role has the ability to view personnel, payroll, time and organizational data as well as security relationship reports in the HRMS system.

The technical name for this role in HRMS is SR3P_CE_SECURITY_AUDIT.

Activities: The **Central Security Auditor** will perform the following key activities in HRMS:

- Review HRMS Security role assignments to assure compliance with State Standards.
- Monitor HRMS transaction and Infotype information to ensure the safety and security of information handling within the HRMS system.
- Audit global activities for indications of abnormal actions

Skills: It is expected that individuals assigned to the **Central Security Auditor** role will have a thorough understanding of the Information Security Board's IT Security Standards, and an understanding of the Washington State audit practices in relation to those standards.

Criticality: Medium – Role is responsible for processes/tasks that are vital to correct and appropriate system management, but not critical.

Magnitude of Change: Low - Role exists today and will be very similar in the HRMS system.

Maps to Existing Job(s): The **Central Security Auditor** role is typically performed by the following State of Washington job titles:

- Assistant State Auditor
- Internal Auditor
- WMS2 – Information Technology Security Officer.

Infotype Access for Central Security Roles

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
0000-Actions	----	----	RM
0001-Org. Assignment	----	----	RM
0002-Personal Data	----	----	RM
0003-Payroll Status	----	----	RM
0006-Address	----	----	RM
0007-Planned Working Time	----	----	RM
0008-Basic Pay	----	----	RM
0009-Bank Details	----	----	RM
0014-Recurring Payments/Deductions	----	----	RM
0015-Additional Payments	----	----	RM
0016-Contract Elements	----	----	RM
0019-Monitoring of Task	----	----	RM
0021- Emergency Contact	----	----	RM
0022-Education	----	----	RM
0023-Previous/Other Employers	----	----	RM
0027-Cost Distribution	----	----	RM
0031-Reference Personnel Number	----	----	RM
0040-Objects on Loan	----	----	RM
0041-Date Specifications	----	----	RM
0077-Additional Personal Data	----	----	RM
0081-Military Status	----	----	RM
0094-Residence Status	----	----	RM
0103-Bond Purchases	----	----	RM
0104-Bond Denominations	----	----	RM
0105-Communication	----	RMW	RM
0106-Related persons	---	---	---
0121-RefPerNo Priority	----	----	RM

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ----- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
0128-Notifications	----	----	RM
0167-Health Plans	----	----	RM
0169-Savings Plan	----	----	RM
0170 - flexible spending accounts	----	----	----
0171-General Benefits Information	----	----	RM
0194-Garnishment Document	----	----	RM
0195-Garnishment Order	----	----	RM
0207-Residence Tax Area	----	----	RM
0208-Work Tax Area	----	----	RM
0209-Unemployment State	----	----	RM
0210-Withholding Info W4	----	----	RM
0216-Garnishment adjustments	----	----	RM
0221-Payroll Results Adjustment	----	----	RM
0234-Additional Withholding Info US	----	----	RM
0235-Other US Taxes	----	----	RM
0302-Additional Actions	----	----	RM
0377-Miscellaneous Plans	----	----	RM
0416 – Time Quota Compensation (Buyout)			RM
0552-Time Specifications/Employee Period	----	----	RM
0554-Hourly Rate per Assignment	----	----	RM
0613-Absence Donation/Withdraw (US)	----	----	RM
0696-Absence Pools	----	----	RM
1000-Objects	----	----	RM
1001-Relationships	----	----	RM
1002-Descriptions	----	----	RM
1003 Dep / Staff	----	----	----
1005-Planned Compensation	----	----	RM
1007-Vacancy	----	----	RM
1008-Account Assignment Features	----	----	RM

Infotype	Access R = Read (view) M = Match Code (read with help) W = Write (update/ change) ---- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
1011-Work Schedule	----	----	RM
1013-Employee Group/Sub-Group	----	----	RM
1017-PD Profiles	----	----	RM
1018-Cost Distribution	----	----	RM
1028-Address	----	----	RM
1610-U.S. Job Attributes	----	----	RM
1660 - Position Attributes	----	----	----
2001-Absences	----	----	RM
2003-WS Substitutions	----	----	RM
2006-Absence Quotas	----	----	RM
2010-EE Remuneration Info	----	----	RM
2012-Time Transfer Specifications	----	----	RM
2013-Quota Corrections	----	----	RM
9410 - Marine accumulation of hours	----	----	RM

Transaction Code Access for Central Security Roles

Transaction Code	Access X = Access ---- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
AL08 View all users	----	----	----
CAT2 Record Working Time	----	----	----
CAT3 Display Working Time	----	----	----
CAT8 CATS: Object-Related Approval	----	----	----
CATC-Time sheet/Time leveling	----	----	----
CATS_DA -	----	----	----
FDTA - DME management	----	----	----
FK01 - Create Vendor	----	----	----
FK02 - Change Vendor	----	----	----
FK03 - Display Vendor	----	----	----
FM_Function Process Functional Area	----	----	----
FM5i Create Fund	----	----	----
FM5S Display Fund	----	----	----
FM5U Change Fund	----	----	----
FMCIA Individual Processing	----	----	----
FMCIC Display	----	----	----
FMDRIVER Process Account Assignment Derivation	----	----	----
FMSA Create	----	----	----
FMSB Change	----	----	----
FMSC Display	----	----	----
FS00 Centrally	----	----	----
FS04 Centrally	----	----	----
FSP4 In Chart of Accounts	----	----	----
FSP0 In Chart of Accounts	----	----	----
FSS0 In Company Code	----	----	----
FSS3 In company code	----	----	----
HRBEN0001 - Enrollment	----	----	----
HRBEN0003 - Participation Monitor	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
HRBEN0006 - Participation Overview	----	----	----
HRBEN0014 - Termination	----	----	----
HRBEN0072	----	----	----
HRCMP0041 - Update IT 0008	----	----	----
HRCMP0042 - Pay Scale Reclassification	----	----	----
KA01 Create Primary	----	----	----
KA02 Change	----	----	----
KA03 Display	----	----	----
KA04 Delete	----	----	----
KA05 Display Chgs	----	----	----
KA22 Display	----	----	----
KA23 Cost Elements: Master Data Rpt	----	----	----
KA24 Delete	----	----	----
KKC1 Create	----	----	----
KKC2 Change	----	----	----
KKC3 Display	----	----	----
KS01 Create	----	----	----
KS02 Change	----	----	----
KS03 Display	----	----	----
KS04 Delete	----	----	----
KS05 Display	----	----	----
KS12 Change /Cost Ctr Rpt	----	----	----
KS13 Display	----	----	----
KS14 Delete	----	----	----
LFA1 - Translation Table	----	----	----
LSMW - Legacy System Migration Workbench	----	----	----
OB_GLACC11 Chart of Accounts Data	----	----	----
OB_GLACC12 Company code data	----	----	----
OB_GLACC13 Descriptions	----	----	----
OKB2 Make Default Settings	----	----	----
OKB3 Create Batch Input Session	----	----	----

Transaction Code	Access X = Access ---- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
OKW7 Directory	----	----	----
PA03 - Control Record	----	----	----
PA10 Personnel File	----	----	----
PA20 Display Master Data Actions	----	----	X
PA30 Maintain Actions	----	X	----
PA40 Personnel Actions	----	----	----
PA42 Fast Entry: Actions	----	----	----
PA51 Display Time Data	----	----	----
PA61 Maintain Time Data	----	----	----
PA70 Fast Entry	----	----	----
PA71 Fast Entry Time Data	----	----	----
PC_PAYRESULT - Display Results	----	----	----
PC00_M10_CALC - Start payroll	----	----	----
PC00_M10_CALC_SIMU - Simulation	----	----	----
PC00_M10_CDTC - Pre-program DME	----	----	----
PC00_M10_CDTE - Test transfer	----	----	----
PC00_M10_CEDT - Remuneration statement	----	----	----
PC00_M10_FFOC - Print check	----	----	----
PC00_M10_FFOT - Create DME	----	----	----
PC00_M10_HRF - Remuneration Statement with HR forms.	----	----	----
PC00_M10_OTLJ - Payroll Journal	----	----	----
PC00_M10_REC - Payroll reconciliation report	----	----	----
PC00_M10_RFFOAVIS - Print zero net advices	----	----	----
PC00_M10_U500 - Evaluation run	----	----	----
PC00_M99_CIPC - Check completeness	----	----	----
PC00_M99_CLGA09 - Wage type statement	----	----	----
PC00_M99_CPRC - Payroll Calendar	----	----	----
PC00_M99_CWTR - Wage type reporter	----	----	----
PC00_M99_DKON - Assign WTS - Display G/L Accounts	----	----	----
PC00_M99_DLGA20 - Wage Type use - international	----	----	----

Transaction Code	Access X = Access ---- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
PC00_M99_FPAYM - Create DME - Payment Medium Workbench	----	----	----
PC00_M99_PA03_CHECK - Check result	----	----	----
PC00_M99_PA03_CORR - Corrections	----	----	----
PC00_M99_PA03_END - Exit payroll	----	----	----
PC00_M99_PA03_RELEA - Release payroll	----	----	----
PC00_M99_U510 - Update T510	----	----	----
PC00_M99_URMA - Acknowledge postings	----	----	----
PC00_M99_URMC - Run remittance completeness check	----	----	----
PC00_M99_URMD - Undo processing steps	----	----	----
PC00_M99_URMP - Create posting run	----	----	----
PC00_M99_URMR - Reconcile postings	----	----	----
PC00_M99_URMU - Store evaluation run	----	----	----
PC00_M99_URMW - Check processing classes	----	----	----
PC00_M99_UTSV - List TemSe Objects	----	----	----
PC00_MNA_CC_ADM - Cost Center Report - Administrator	----	----	----
PCP0 - Process posting run	----	----	----
PE03 Features	----	----	----
PFCG-Role Maintenance	X	X	X
PO03 - Maintain Job	----	----	----
PO03D - Display Job	----	----	----
PO10 - Maintain Org	----	----	----
PO10D - Display Org	----	----	----
PO13 - Maintain Position	----	----	----
PO13D - Display Position	----	----	----
PP01 - General	----	----	----
PP03 - Actions	----	----	----
PPIS - HIS	----	----	----
PPOM Maintain Org Plan	X	----	----
PPOME	----	----	----
PPOSE	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
PPSS - Display	----	----	----
PT_BAL00 - Cumulated Time Evaluation Results: Time Balances/Wage Types	----	----	----
PT_CLSTB2-Display PCL2(B2)	----	----	----
PT_DSH20 - Daily Work Schedule	----	----	----
PT_QTA10 - Display Absence Quota Information	----	----	----
PT03 - Display Work Schedule	----	----	----
PT50-Quota Overview	----	----	----
PT60-HR Time: Time Evaluation	----	----	----
PT62 - Attendance Check	----	----	----
PT63 - Personal Work Schedule	----	----	----
PT64 - Attendance Data Overview	----	----	----
PT65 - Attendance Overview Graphic	----	----	----
PT90 - Absence Data: Calendar View	----	----	----
PT90_ATT - Attendance Data: Calendar View	----	----	----
PT91_ATT - Attendance Data: Multiple Employee View	----	----	----
PU03 - Change Payroll Status	----	----	----
PU19 - Tax Reporter	----	----	----
PUOC_10 - Off-Cycle Workbench	----	----	----
PUOCLG - List batch table	----	----	----
PUOCLL - List replacements, reversals	----	----	----
RPTIME00 (via PT60)	----	----	----
RSSCD100_PFCG- Display Change Documents for Role Administration	X	X	X
RSSCD100_PFCG_USER- For role assignment	X	X	X
RSUSR200- List of Users per Login Date	X	X	X
S_AHR_61015554	----	----	----
S_AHR_61015556 - Merit System/Range Salary Table Report	----	----	----
S_AHR_61015611 - Wage type statement	----	----	----
S_AHR_61016129 - Employee history report	----	----	----
S_AHR_61016146 - Garnishment details	----	----	----
S_AHR_61016148 - Workers' compensation report	----	----	----

Transaction Code	Access X = Access ---- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
S_AHR_61016157 - 401(k) non-discrimination testing	----	----	----
S_AHR_61016354 - Telephone Directory	----	----	----
S_AHR_61016356 - Time Spent in Each Pay Scale Area/Type/Group/Level	----	----	----
S_AHR_61016357 - Defaults for Pay Scale Reclassification	----	----	----
S_AHR_61016358 - Reference Personnel Numbers	----	----	----
S_AHR_61016360 - HR Master Data Sheet	----	----	----
S_AHR_61016362 - Flexible Employee Data	----	----	----
S_AHR_61016369 - Employee List	----	----	----
S_AHR_61016373 - Headcount Development	----	----	----
S_AHR_61016376 - Salary According to Seniority	----	----	----
S_AHR_61016378 - Assignment to Wage Level	----	----	----
S_AHR_61016380 - Logged Changes in Infotype Data	----	----	X
S_AHR_61016493 - Organizational Structure	----	----	----
S_AHR_61016494 - Organizational Structure with Positions	----	----	----
S_AHR_61016495 - Organizational Structure with Persons	----	----	----
S_AHR_61016497 - Existing jobs	----	----	----
S_AHR_61016502 - Position History	----	----	----
S_AHR_61016504 - Position Description	----	----	----
S_AHR_61016511 - Complete Position Description	----	----	----
S_AHR_61016512 - Report Structure Without Persons	----	----	----
S_AHR_61016513 - Report Structure with Persons	----	----	----
S_AHR_61016528 - Job family grouping report	----	----	----
S_AHR_61018754	----	----	----
S_AHR_61018797 - Salary by job	----	----	----
S_AHR_61018798 - Exception Report (Actual base salary to Planned compensation)	----	----	----
S_ALR_87012307 Display Changes to GL Accounts (SAP Minimal Variant)	----	----	----
S_ALR_87012308 Display Changes to GL Accounts	----	----	----
S_ALR_87012325 Chart of Accounts - (SAP Minimal Variant)	----	----	----

Transaction Code	Access X = Access ---- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
S_ALR_87012326 Chart of Accounts	----	----	----
S_ALR_87012327 G/L Account list (SAP Minimal Variant)	----	----	----
S_ALR_87012328 G/L Account list	----	----	----
S_ALR_87012333 G/L Accounts List	----	----	----
S_ALR_87014259 (Variant PY_JOURNAL)	----	----	----
S_ALR_87101323 Display Infotypes with Data Dictionary Structures	----	----	X
S_BCE_68001393- Users by address data	X	X	X
S_BCE_68001394- Users According to Complex Criteria	X	X	X
S_BCE_68001395-Users by Complex Selection Criteria by Profiles	X	X	X
S_BCE_68001396-Users by Complex Selection Criteria by Authorizations	X	X	X
S_BCE_68001397-Users by Complex Selection Criteria by Authorization Values	X	X	X
S_BCE_68001398-Users by Complex Selection Criteria by Transaction Authorizations	X	X	X
S_BCE_68001399- Where Used List- Roles In Users	X	X	X
S_BCE_68001400-Users by Complex Selection Criteria	X	X	X
S_BCE_68001401- Users by Complex Selection Criteria by Critical Combinations of Authorizations at Transaction Start	X	X	X
S_BCE_68001402-Users by Complex Selection Criteria With Unsuccessful Logons	X	X	X
S_BCE_68001403- With Critical Authorizations	X	X	X
S_BCE_68001404- Profiles by Profiles Contained	X	X	X
S_BCE_68001405- Profiles by Authorizations	X	X	X
S_BCE_68001406- Profiles by Authorization Values	X	X	X
S_BCE_68001407- Profiles by Last Change	X	X	X
S_BCE_68001408- Profiles by Role	X	X	X
S_BCE_68001409- Profiles by Complex Selection Criteria	X	X	X
S_BCE_68001410- Authorization Objects by Object Name, Text	X	X	X
S_BCE_68001411- Authorization Objects by Object Class	X	X	X

Transaction Code	Access X = Access ----- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
S_BCE_68001412- Authorization Objects by Field, Text	X	X	X
S_BCE_68001413-Authorization Objects by Complex Selection Criteria	X	X	X
S_BCE_68001414-Authorizations by Object	X	X	X
S_BCE_68001415-Authorizations by Values	X	X	X
S_KI4_38000034 Alphabetical list	----	----	----
S_KI4_38000038 Alphabetical list	----	----	----
S_KI4_38000039 Alphabetical list	----	----	----
S_L9C_94000095 - Headcount Changes	----	----	----
S_PH0_48000450 - Date Monitoring	----	----	----
S_PH0_48000510 - Ad Hoc Query	----	----	----
S_PH0_48000513 Ad Hoc Query	----	----	----
S_PH0_48000525 - Ad Hoc Query	----	----	----
S_PH9_46000172 (Variant - Non-Permanent Tracking)	----	----	----
S_PH9_46000172 (Variant -Savings Bond Reserve)	----	----	----
S_PH9_46000172 (Variant: Allowance/Reimbursement Summary)	----	----	----
S_PH9_46000216 - Service Anniversaries	----	----	----
S_PH9_46000217 - Statistics: Gender Sorted by Seniority	----	----	----
S_PH9_46000218 - Statistics: Gender Sorted by Age	----	----	----
S_PH9_46000221 - Birthday List	----	----	----
S_PH9_46000222 - Family Members	----	----	----
S_PH9_46000223 - EEs Entered and Left	----	----	----
S_PH9_46000224 - Education and Training	----	----	----
SE16N - General Table Display	----	----	----
SM04 - view all users - term session	----	X	----
SM30 - Call View Maintenance	----	----	----
SM31- Create Vendor	----	----	----
SM35 Execute Batch Input Session	----	----	----
SP02- Output Controller: List of Spool Requests	X	X	X
SPRO	----	----	----

Transaction Code	Access X = Access ---- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
SQ01 SAP Query	----	----	----
SQ02 SAP Query	----	----	----
SQ03 SAP Query	----	----	----
SU01- User Maintenance	----	X	----
SU01D- User Maintenance Initial Screen (display only version)	X	X	----
SU05- Maintain Internet User	X	X	----
SU10-User Maintenance Mass Changes Initial Screen	----	X	----
SU3-Maintain User Profile	X	X	X
SU53-Display Authorization Data	X	X	X
SUIM- User Information System	X	X	X
SUPC- Roles: Mass generation of profiles	X	X	----
Table View/Print	----	----	----
ZACCT - Accounting Results	----	----	----
ZBBD - Black Box Dump	----	----	----
ZCAT6 -Time Transfer to HR Time	----	----	----
ZCATA - Time Transfer to HR Time	----	----	----
zerp_pay_suite	----	----	X
ZFITP3- Gap 42	----	----	----
ZFITPP - GAP 2	----	----	----
ZHR_AFRS_XLATE - AFRS Translation table load	----	----	----
ZHR_ALAS_SAVE	----	----	----
ZHR_RPTBNN28 - 70 Day Report / 90-Day default	----	----	----
ZHR_RPTBNN03 - Identify Type Code/Retirement System Mismatches	----	----	----
ZHR_RPTOM090 - Authorized Positions Report	----	----	----
ZHR_RPTOM137 - Job data by Pay Scale/Grade Types and Areas	----	----	----
ZHR_RPTOM760 - Merit System 5 Classification Listing	----	----	----
ZHR_RPTOMN01 - Organizational Management Transaction Reports	----	----	----
ZHR_RPTPA067 - Employment History Alphabetical Cross Reference	----	----	----
ZHR_RPTPA200 - DSHS Retirees Processed	----	----	----

Transaction Code	Access X = Access ---- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
ZHR_RPTPA231 - Employee and Position Status Report	----	----	----
ZHR_RPTPA249 - Employees Terminated or on/Returning from LWOP	----	----	----
ZHR_RPTPA457 - Personnel Action Report	----	----	----
ZHR_RPTPA471 - Original Hire Probational Employees	----	----	----
ZHR_RPTPA719 - Employee Probation Report	----	----	----
ZHR_RPTPA765 - Non-State Employee Report	----	----	----
ZHR_RPTPA802 - Washington Management Services Change Activity Report	----	----	----
ZHR_RPTPAN02 - Flexible Employee Data Report	----	----	----
ZHR_RPTPY007 - Sick Leave Over 480 Hours - Non Eligible Report for YYYY	----	----	----
ZHR_RPTPY010 - Accrued Payroll Deduction Voucher	----	----	----
ZHR_RPTPY024 - Active Employees With No Retirement Deduction Taken	----	----	----
ZHR_RPTPY061 - Federal Employer Identification Number	----	----	----
ZHR_RPTPY123 - Adjustments to Earnings Subject to Employment Security	----	----	----
ZHR_RPTPY126 - CANCELLED WARRANT REPORT	----	----	----
ZHR_RPTPY139 - Classification Distribution	----	----	----
ZHR_RPTPY151 - Corrections and Returns for Agency Action	----	----	----
ZHR_RPTPY164 - Wage Type Use Report	----	----	----
ZHR_RPTPY376 - Journal Vouchers	----	----	----
ZHR_RPTPY394 - Medical Aid Detail Report	----	----	----
ZHR_RPTPY455 - Negative Summary Records	----	----	----
ZHR_RPTPY493 - Percentage of Employees with Direct Deposit	----	----	----
ZHR_RPTPY574 - Savings Bond Cancelled Warrant Report	----	----	----
ZHR_RPTPY600 - Negative Federal Tax Per Federal EIN Report	----	----	----
ZHR_RPTPY622 - Union Dues Deductions	----	----	----
ZHR_RPTPY632 - Wages Not Subject to OASI/Medicare Report	----	----	----

Transaction Code	Access X = Access ----- = No Access		
	Central Security Authorization Administrator	Central Security User ID Administrator	Central Security Auditor
ZHR_RPTPY635 - Warrant/ACH Register and Summary	----	----	----
ZHR_RPTPY646 - Employee YTD Payroll Register	----	----	----
ZHR_RPTPY661 - Tax Exempt Status Report	----	----	----
ZHR_RPTPY675 - Appointments with EIC at Yearend	----	----	----
ZHR_RPTPY681 - Buyout Statements (LAG Leave)	----	----	----
ZHR_RPTPY711 - Earnings and Deductions Statement	----	----	----
ZHR_RPTPY713 - EFT Employee Letters	----	----	----
ZHR_RPTPY807 - SSN Change	----	----	----
ZHR_RPTPYN07 - Preemptive Time Data Check	----	----	----
ZHR_RPTPYN08 - Preemptive Payroll Threshold Check	----	----	----
ZHR_RPTPYN09 - Payroll Threshold Report	----	----	----
ZHR_RPTPYN10 - Payroll Balancing Report Not Ready	----	----	----
ZHR_RPTPYS10 - Display of Savings Bonds Purchases Needs IT0709	----	----	----
ZHR_RPTTM084 - ATTENDANCE SYSTEM CHANGE REPORT	----	----	----
ZHR_RPTTM398 - Leave Activity Summary Report	----	----	----
ZHRAFRSALLOCODE	----	----	----
ZHRAFRSPROJSTRUC (maintenance view)	----	----	----
ZHRBB - Black Box Financial Translator	----	----	----
ZMUR - 3rd party create posting run	----	----	----
ZPCP0 - Edit Posting Runs	----	----	----
ZRCP - ZHR_RPCIPE00	----	----	----

SECTION 5: ROLE NAME CROSSWALK

The following chart lists the original HRMS role name as proposed during the initial planning phase, and the revised HRMS role name that will be used in implementation.

Original HRMS Role Name	Revised HRMS Role Name
<u>Centralized Functional Roles</u>	
(New Role)	Central Benefits Inquirer
(New Role)	Central Garnishments Inquirer
(New Role)	Central Payroll Analyst – Production
(New Role)	Compensation Analyst
Payroll Posting Administrator	Removed – No posting activity to administer within HRMS
Time Management Interface Administrator	Removed – No Time Management interface activity within HRMS
Office of the State Treasurer (OST) Payroll Operations Administrator	Removed – No OST payroll operations within HRMS
<u>Centralized Oversight & Management Roles</u>	
(New Role)	Central Agency Inquirer
(New Role)	Central Transport Supervisor
Payroll Configuration Analyst, Payroll Reports Analyst, Work Schedule Configuration Analyst, Benefits Configuration Analyst, Organization and Compensation Analyst	Configuration Analyst
Payroll Release Administrator	Payroll Release Administrator
Financial Approver	Financial Approver
<u>Central Security Roles</u>	
(New Role)	Central Security Authorization Administrator
(New Role)	Central Security User ID Administrator
(New Role)	Central Security Auditor